

2009 Lake Side Campuses Holiday Calendar

January

S	M	T	W	Th	F	S
				☺	☺	●
4	5	6	7	8	\$	10
11	12	13	14	\$m	16	●
18	☺	20	21	22	\$	24
25	26	27	28	29	30	●

February

S	M	T	W	Th	F	S
1	2	3	4	5	\$	7
8	9	10	11	12	\$m	●
15	16	17	18	19	\$	21
22	23	24	25	26	27	●

March

S	M	T	W	Th	F	S
1	2	3	4	5	\$	7
8	9	10	11	12	\$m	●
15	16	17	18	19	\$	21
22	23	24	25	26	27	●
29	30	31				

April

S	M	T	W	Th	F	S
			1	2	\$	4
5	6	7	8	9	☺	●
12	13	14	\$m	16	\$	18
19	20	21	22	23	24	●
26	27	28	29	30		

May

S	M	T	W	Th	F	S
					\$	2
3	4	5	6	7	8	●
10	11	12	13	14	\$m	16
17	18	19	20	21	22	●
24	☺	26	27	28	\$	30
31						

June

S	M	T	W	Th	F	S
	1	2	3	4	5	●
7	8	9	10	11	\$	13
14	\$m	16	17	18	19	●
21	22	23	24	25	\$	27
28	29	30				

July

S	M	T	W	Th	F	S
			1	2	☺	●
5	6	7	8	9	\$	11
12	13	14	\$m	16	17	●
19	20	21	22	23	\$	25
26	27	28	29	30	31	

August

S	M	T	W	Th	F	S
						●
2	3	4	5	6	\$	8
9	10	11	12	13	\$m	●
16	17	18	19	20	\$	22
23	24	25	26	27	28	●
30	31					

September

S	M	T	W	Th	F	S
		1	2	3	\$	5
6	☺	8	9	10	11	●
13	14	\$m	16	17	\$	19
20	21	22	23	24	25	●
27	28	29	30			

October

S	M	T	W	Th	F	S
				1	\$	3
4	5	6	7	8	9	●
11	12	13	14	\$m	\$	17
18	19	20	21	22	23	●
25	26	27	28	29	\$	31

November

S	M	T	W	Th	F	S
1	2	3	4	5	6	●
8	9	10	11	12	\$m	14
15	16	17	18	19	20	●
22	23	24	\$	☺	☺	28
29	30					

December

S	M	T	W	Th	F	S
		1	2	3	4	●
6	7	8	9	10	\$	12
13	14	\$m	16	17	18	●
20	21	22	\$	☺	☺	26
27	28	29	30	☺		

● End of Pay Period

\$ Pay Day / \$m Monthly Pay Day

☺ University Holiday

Please Note: All employment paperwork (new hires & personnel actions such as transfers, promotions, salary increases, terminations, etc. are due in Human Resources on the Wednesday prior to the end of pay period. All time reporting in Kronos is due no later than noon on the Monday after the end of the pay period - see schedule for exceptions due to holidays.

2009 Holidays

Day Observed

New Year's Holiday (H-1)	Thur. - January 1, 2009
New Year's Holiday (H-2)	Friday - January 2, 2009
MLK Jr, Day (H-3)	Mon. - January 19, 2009
Good Friday (H-4)	Friday - April 10, 2009
Memorial Day (H-5)	Monday - May 25, 2009
Independence Day (H-6)	Friday - July 3, 2009

2009 Holidays

Day Observed

Labor Day (H-7)	Mon. - September 7, 2009
Thanksgiving Day (H-8)	Thurs. - November 26, 2009
President's Day (H-9)	Friday - November 27, 2009
Christmas Eve (H-10)	Thur. - December 24, 2009
Christmas Day (H-11)	Friday. - December 25, 2009
New Year's Eve (H-12) *	Thursday - December 31, 2009

* Please Note: The floating holiday is assigned for 2009 and is to be observed on December 31, 2009.



2009 HOLIDAY SCHEDULE

TO: Loyola University Chicago – Faculty and Staff (Lakeside Campuses)

FROM: Thomas M. Kelly
Vice President
Human Resources

In the interest of planning and scheduling for calendar year 2009, the twelve Loyola University holidays are listed below with the times indicating when holiday overtime is applicable.

<u>2009 Holidays</u>	<u>Date Observed</u>	<u>Shifts Beginning</u>	<u>Shifts Ending</u>
New Year's Day (H-1)	Thursday – Jan. 1, 2009	Dec. 31, 11 PM	Jan. 1, 11:30 PM
New Year's Holiday (H-2)	Friday – Jan. 2, 2009	Jan. 1, 11 PM	Jan. 2, 11:30 PM
Martin Luther King Jr, Day (H-3)	Monday - Jan. 19, 2009	Jan. 18, 11 PM	Jan 19, 11:30 PM
Good Friday (H-4)	Friday – April 10, 2009	Apr. 9, 11PM	Apr. 10, 11:30 PM
Memorial Day (H-5)	Monday - May 25, 2009	May 24, 11 PM	May 25, 11:30 PM
Independence Day (H-6)	Friday - July 3, 2009	July 3, 11 PM	July 4, 11:30 PM
Labor Day (H-7)	Monday - Sept. 7, 2009	Sept. 6, 11 PM	Sept. 7, 11:30 PM
Thanksgiving Day (H-8)	Thursday - Nov. 26, 2009	Nov. 25, 11 PM	Nov. 26, 11:30 PM
President's Day (H-9)	Friday - Nov. 27, 2009	Nov. 26, 11 PM	Nov. 27, 11:30 PM
Christmas Eve (H-10)	Thursday- Dec. 24, 2009	Dec. 23, 11 PM	Dec. 24, 11:30 PM
Christmas Day (H-11)	Friday - Dec. 25, 2009	Dec. 24, 11 PM	Dec. 25, 11:30 PM
New Year's Eve (H-12) Assigned Floating Holiday *	Thursday - Dec. 31, 2009	Dec. 30, 11 PM	Dec. 31, 11:30 PM
New Year's Day (H-1)	Friday – January 1, 2010	Dec. 31, 11 PM	Jan. 1, 11:30 PM

*Please note: The floating holiday is assigned for 2009 and is to be observed on December 31, 2009.